



# THE JOHN MARSHALL LAW SCHOOL

## Withdrawal Form

This form is to be used to notify the School that you wish to completely withdraw from The John Marshall Law School. Signed forms should be sent to the Financial Aid Office to initiate the withdrawal process.

### Student Information

Student Name:

JMLS Student ID Number:

JMLS Email:

**Complete Withdrawal from the Law School** – Complete withdrawal is defined as completely withdrawing enrollment from all classes. Complete withdrawal before the beginning of the term start date will result in no financial responsibility. Complete withdrawal from all courses after the term start date will result in tuition charges according to the refund schedule listed on the following web link: <http://www.jmls.edu/registrar/refund-policy.php>.

When a student drops courses (not a complete withdrawal) after the final drop date, the student will be charged in full for the course. When a student completely withdraws from the School, charges are based on the last date of attendance determined by the Registrar's Office. Ceasing to attend class, notifying the professor, or nonpayment of tuition do not constitute an authorized withdrawal from class and will result in academic as well as financial penalties.

All students seeking to withdraw from The John Marshall Law School are required to first contact the Office of Financial Aid at [FAO@jmls.edu](mailto:FAO@jmls.edu) to discuss the impact of a withdrawal on their satisfactory academic progress and financial aid eligibility. If a student borrows federal student loans during their enrollment at The John Marshall Law School and withdraws they are required to complete Loan Exit Counseling online with the Department of Education. The Office of Financial Aid will send an email with instructions. All students must complete and submit the form; there are no exceptions to this withdrawal procedure.

**If you are on an F or J visa sponsored by The John Marshall Law School, PLEASE NOTE** that you will be in violation of your immigration status if you drop below a full-time course load without prior authorization from an International Student Advisor in the Admission Office. Please contact [admissions@jmls.edu](mailto:admissions@jmls.edu) regarding your circumstances regarding withdrawal.

### Withdrawal Reason

Medical\*

Military\*

\* If completely withdrawing from the Law School during the semester due to medical or military reasons, a statement from the appropriate certified medical professional or copy of the appropriate military orders must accompany this withdrawal form.

Transfer (to School):

Other (Description):

**I intend to withdraw from JMLS effective as of the following semester/term:**

Fall Semester (YYYY):

Spring Semester (YYYY):

Summer Term (YYYY):

**I elect to completely withdraw from The John Marshall Law School with the understanding of the following:**

- I am withdrawing from my current registration. My course registration for all future semesters will be removed and I will need to go through a re-enrollment process to return. In order to request to re-enroll, I will complete the Request to Re-Enroll Form (<https://www.jmls.edu/policy/pdf/student/request-to-reenroll-form.pdf>) and submit the form to [AcademicServices@jmls.edu](mailto:AcademicServices@jmls.edu).
- The final grade of "W" will be assigned and appear on my transcript for any courses where the last date of attendance is determined to be between the last day to drop courses and the "Last day to withdraw pass from a course" published in the

Academic Calendar (<https://www.jmls.edu/students/academic-calendar/>). The grade of “WF” will be assigned and appear on my transcript for any courses where the last date of attendance is determined to be between the “Last day to withdraw pass from a course” and the end of the term.

- If I intend to return, I understand that I must complete my degree requirements within the published timeframe in the Time Limits for Degree Completion Policy (<https://www.jmls.edu/policy/pdf/student/time-limits-degree-completion.pdf>).
- I understand that withdrawing might have a financial impact on my financial aid and health insurance benefits. I understand that if I withdraw after the first 31 days of the semester, I will be responsible for the annual premium (student health insurance) and I will maintain enrollment in the annual policy.
- My withdrawal is effective on the date of last class attended and that I am responsible for any funds owed to the School as a result of any return of funds to lender required by my withdrawal. In the case of my withdrawal resulting in a refund, I understand that my refund, if any, will first be returned to the appropriate lending agencies, in accordance with current federal regulations any residual funds will be returned to me at a later date.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

I am providing my digital signature and authorization by checking this box and including my full name

Full Name:

Date:

**Please submit this form to the Financial Aid Office to initiate your complete withdrawal. The student’s completed form must then be submitted to the Registrar’s Office.**

**Office Use Only**

\_\_\_\_\_  
Date

Date of Official Notification:  
Date of Determination (date withdrawal form was submitted):  
Last Date of Attendance:

**Financial Aid Office**

Student Receives Federal Loans (Y/N):  
Date Exit Loan Counseling sent:

\_\_\_\_\_  
Signature

**Academic Services/Registrar’s Office**

**Business Office**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date